



City of South Bend

Vacancy Announcement

Post Date: Wednesday, February 18, 2015

Closing Date: Until Filled

## **DIRECTOR OF STREETS**

**Category:** Full Time

**Department:** Public Works / Department of Transportation

**Reports To:** Director of Public Works

**Schedule:** Monday-Friday, 8 AM-5PM. Hours may vary based on operational needs.

**Pay Rate:** \$67,000-\$77,000/yr. (Exempt)

**Position:** SUMMARY

Responsible for achieving optimum efficiency of Streets, Traffic and Lighting, Sewers, and Curbs and Sidewalk Operations with the least amount of overhead and optimum efficiency of manpower; ensures that the departments are operating at levels which meet established financial benchmarks; formulates and recommends improvements to better the operation.

### **SUPERVISION EXERCISED**

Overall operational responsibility for the Bureaus of Streets, Traffic & Lighting, and Sewers. Direct reports include Managers of Streets, Manager of Sewers, Manager of Traffic & Lighting, and Senior Financial Specialist.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Manages the division to ensure that the operation and the functions are efficient and run in a cost effective manner. Major construction season program is paving, including full spectrum of maintenance from milling and resurfacing to grading alleys. Also manages sweeping program for a clean city. Winter operations are primarily snow and ice control. Fall main program is Releaf and there is often a spring collection of residual yard waste and heavy sweeping from use of abrasives for winter skid control.
- Manages Sewers which is NPDES permit driven with 9 minimum controls, proactive sewer cleaning, sewer and manhole rehab, closed circuit televising for Pipe Assessment Characterization Program (PACP).
- Manages Traffic and Lighting; maintains about 200 traffic signals, all traffic control signage and pavement markings as well as maintenance of several thousand City owned street lights.
- Manages in-house concrete crew for curb and sidewalk and utility pavement cut repairs.
- Ensures standards for work quality, equipment and employee performance are maintained and that cost effective methods are used.

- Develops, monitors, and reports on operating cost with functional areas. Alerts management of overruns, and makes recommendations and implements solutions to problems related to same.
- Advise City officials on labor issues including safety, security, employee relations, scheduling, training, grievances and the like.
- Evaluates new materials, methods, and procedures for inclusion in Public Works infrastructure.
- Trains other workers in use of new equipment, materials, methods, and technology.
- Conducts staff recruitment in conjunction with Human Resources, employee coaching, and staff performance reviews annually.
- Ensures that supervisors are adhering to City policies and administering practices in a fair and equitable manner.
- Manages budget and controls expenses effectively.
- Plans, organizes, directs, and reviews the effectiveness of means and methods.
- Leads operations with a strategic vision to maintain and possibly adapt to the most effective method.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes other duties as requested.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

- At least eight (8) years related supervisory experience utilizing a combination of technical, managerial, and financial expertise.
- Bachelor's degree (B.S.) from a four year college or university with an emphasis on Engineering or Management preferred; Master's degree (M.B.A.) in Business Administration is highly desirable; minimum one or two years related experience and/or training; or equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Demonstrated operations and staff management expertise.
- Effective oral, written, and electronic communication skills.
- Knowledge of organizational principles associated with complex coordinating, consulting, and operational relationships.
- Knowledge of office management, municipal budgeting, problem solving techniques, and computer literacy.
- Ability to manage resources.
- Attendance of safety training for onsite job visits may be necessary.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License required.

#### **EQUIPMENT**

Desktop, Tablet PC and/or Laptop Computer; Copier; Fax Machine; Scientific Calculator; Landline and Cell Telephone; Truck or Automobile.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire office is smoke free.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**

**Comprehensive Background Check Required**